

Signing a Contract

This document is a quick-reference guide for contract managers who need to set up a contract for signing in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>

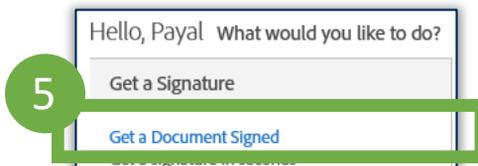
Once a procurement user submits a contract for review, the Contract workflow is engaged in the system. This workflow has been designed to automatically route the contract through the appropriate approval workflow based on the agency of the user who created the contract. Once the contract is approved, the Procurement Officer can send the contract for electronic signature.

Signing a Contract

1. From any page in APP, navigate to the **Contracts** tab and select **Browse Contracts** from the drop down.
2. From Browse Contracts, use the **Pencil** icon to open the contract you need to sign.
3. Navigate to **Exhibits** on the left hand side of the page. If you have not enabled Adobe eSign, select **Create Signature Transaction**.
4. You will be redirected to Adobe's website and prompted to sign into your Adobe Sign account.



5. Select **Get a Document Signed**.



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6. Now, you can fill in the emails of the recipients whose signatures you need. By default, the order you enter the emails is the in which the document will be signed or select the **Complete in Any Order** option if desired.
7. You can change the name of the file and enter a message.
8. Then, drag and drop the file. Select **Next**.

9. Select **Next**.
10. The signature fields should automatically be detected. If not, or if you would like to add your own signature fields, drag and drop them to the document.



11. Select **Sign, then Send**.
12. You will be navigated to sign the document. After signing, you will get a message showing your signature has been confirmed. Now, it will be set to the next person or supplier for their signature. You are able to check the status of the requested signatures at any time by navigating to the **Exhibits** tab of the associated contract.